

CARE FUNCTIONAL REVIEW

ADMINISTRATION AND FINANCIAL MANAGEMENT – GENERAL

1.0 Location Administrative and Financial Management

- Provide a summary of how administrative processes in general are functioning.
- How do the administrative and program personnel interact? Are monthly staff meetings conducted? If so, are they beneficial?
- Is the Location doing any “best practices” that can be captured and shared with other Locations?

1.01 Area Administrative and Financial Management

- Provide a summary of the level of interaction between the Area and the Location.

1.02 Headquarters Administrative and Financial Management

- Describe the interaction between the Location and Headquarters.
- If the Location deals with specific Divisions, state relationship and description of service provided.

1.03 Other

- Describe any other processes that do not fit into the above-mentioned categories (i.e., program process issues)